



## **Student/Parent Handbook**

**Under the direction of the Archdiocese of Philadelphia and Saints Simon and Jude Parish, the school is accredited by The Middle States Association of Colleges and Schools and instructs children in Preschool through Grade 8 in the Catholic faith, in all areas of the academic curriculum, and in expectations for appropriate behavior in all situations. In 2017, Saints Simon and Jude School was recognized by the United States Department of Education as an Exemplary High Performing National Blue Ribbon School.**

**Recognizing the need for cooperation between parents and the school to accomplish the highest potential for each child, this Student/Parent Handbook serves to communicate the practices and policies that will be implemented for the accomplishment of this purpose.**

**This handbook contains certain policies and procedures of the school. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.**

**Students and parents must accept and agree to abide by the school's policies and procedures in order for the student to attend Saints Simon and Jude School.**

# Table of Contents

History	1
Mission Statement	1
Student Pledge	2
Belief Statements	2
Profile of the SSJ Graduate	2
Hours of Operation and Contact Information	3
Administration	3
School Policies	3
Daily School Schedule	3
Arrival and Dismissal	4
Transportation	4
Before and After CARES Program	5
Attendance	6
Communication	7
Addressing Physical Needs	8
Uniforms	10
Academics	12
Curriculum	12
Instructional Grouping	13
Honors Math	13
Science Lab	13
Use of Technology	13
Acceptable Use Policy	14
Administrative Rights regarding Acceptable Use Policy for Technology	15
Personal Devices	15
Assessment of Progress in Curriculum Areas	15
Homework Policy	16
Grading as Reflected on the Archdiocesan Report Cards	17
Academic Honors	17
Standardized Testing	18
Academic Concerns	18
Promotion and Retention	18
Activities	19
Field Trips	19
Student Council	19
Altar Servers	20
Chorus/Show Choir/School Musical	20
CYO Sports	20
Instrumental Music	20

Middle School Club Day	21
Reading Olympics	21
Boy Scouts	21
Girl Scouts	21
External Vendor After-School Activities	21
Discipline, Safety, and Crisis Procedures	22
Personal Safety	22
Disciplinary Procedures	22
Calendar Marks	23
Serious Infractions	24
Suspension and Dismissal	25
Dismissal	25
Bullying	26
Student Safety	27
Fire Drills	27
Internal/External Lock Down	27
Evacuation Procedure	28
Health and Medical Information	28
Allergies	28
Emergency Cards	28
Injury/Illness at School	28
Immunizations	29
Medication Policy	29
Physical and Dental Forms	29
Required Absence	29
Screenings	30
Volunteer Opportunities	30
Student Release, Waiver of Liability, and Indemnity .....	30

## History

Saints Simon and Jude School had its official beginning on May 25, 1961 when Reverend Joseph A. Cavanaugh founded the parish for the Catholic families residing in the area. In September of 1962, the school opened its doors and the Sisters, Servants of the Immaculate Heart of Mary, along with a few lay teachers comprised the first faculty. Grades 1 through 4 were one classroom each; grades 5 through 8 were double classrooms.

In 1970, the two-story building had 16 classrooms, two for each grade from 1 through 8, and construction of the gymnasium had begun. The faculty continued to grow to accommodate the students and there were five religious teachers, an IHM sister working as principal and 11 lay faculty members. In 1990, ground was broken for a new wing which provided Saints Simon and Jude School with new classrooms, a library, a music room, a computer room, faculty room, and a large parish center. The renovation also included additional bathrooms and a few smaller rooms were constructed for tutoring purposes. In 1991, a kindergarten classroom opened and in 1992 a second kindergarten classroom was added.

In 2005, a new church was built and the former church was renovated to include a school cafeteria and meeting rooms the following year. In 2007, the gymnasium was renovated with wood flooring and bleachers. In 2008, the Chester County Intermediate Unit employees moved from the outside trailers to renovated rooms in the building, a Spanish class was added as well as an art room. The following year a Science Lab was installed so students in grades 1 through 8 would learn with hands-on lessons and experiments. Then in the summer of 2013, an HVAC system was added throughout the school. To ensure greater security, in the summer of 2014 the main office was relocated to the front entrance and an additional set of doors were added to create a secure lobby. In November of 2014 the school hosted an accreditation team which led to full re-accreditation notification in March of 2015. April, 2016 saw the formation of Saints Simon and Jude School Board of Limited Jurisdiction. In September 2017, Saints Simon and Jude's *Little Explorers* Preschool opened with a class for PreK 3 and PreK 4 children.

Looking to the future, Saints Simon and Jude School continues to incorporate advancements in education and technology to accommodate the entire student body. In addition to Religion, English Language Arts, Math, Science, and Social Studies, the students are scheduled for Art, Library, Classroom Music, Physical Education, Spanish, and Technology with optional extracurricular groups and activities.

## Mission Statement

"Through the Immaculate Heart of Mary, we at Saints Simon and Jude School commit ourselves to learning, proclaiming and living the Good News of Jesus Christ. We strive to educate and develop all for Catholic leadership in the church and community, enabling one another to serve with compassion, courage and competence."

## Student Pledge

I know that Jesus is present in each of my classmates and all of my teachers; therefore, all of my actions will show my respect for Jesus.

## **Belief Statements**

1. We believe we are called to serve and witness the Gospel message of Jesus Christ and His church.
2. We believe in fostering a welcoming community in an environment rooted in the Good News of Jesus Christ.
3. We believe that the IHM charism of love, creative hope, and fidelity is a gift to all those who are joined in this apostolic mission.
4. We believe in developing Catholic leaders who are growing in their relationship with God the Father, the Son, and the Holy Spirit.
5. We believe in academic excellence guided by core curriculum standards and enhanced with updated technology.
6. We believe in a rigorous and relevant curriculum to equip all students with the spiritual, intellectual, and personal skills needed for 21st century challenges.

## **Profile of the SSJ Graduate**

The graduates of Saints Simon and Jude School, supported by their parents, teachers, and friends are defined as people of Compassion, Courage, and Competence.

### ***Saints Simon and Jude Graduates demonstrate Compassion when they:***

- Demonstrate a Christ-like manner in all social interactions
- Include all with a welcoming and affirming spirit
- Respond to the feelings and needs of others with genuine concern
- Model stewardship by giving their time, talent, and treasure for the good of others
- Assist the poor, the elderly, the sick, and the vulnerable with generosity and empathy
- Care diligently for all creation

### ***Saints Simon and Jude Graduates demonstrate Courage when they:***

- Participate actively in the faith and worship life of the church
- Assume a stance of prayer that bespeaks reverence
- Are peacemakers, modeling the Gospel values
- Speak up for the rights of others
- Take ownership of weaknesses and mistakes, and seek reconciliation and renewal
- Express opinions with honesty and respect
- Strive for self-discipline, a positive self-image, and responsibility for personal choices

### ***Saints Simon and Jude Graduates demonstrate Competence when they:***

- Understand the facts and moral values of our Catholic Faith and apply them in life choices

- Recognize and appreciate God-given talents and use them for the benefit of the Church and community
- Allow all learning to lead to a greater understanding of God's world and His people
- Possess the academic skills to succeed in high school and beyond
- Think critically, communicate effectively and work collaboratively
- Use technological tools with ease and moral integrity
- Pursue their highest potential by valuing educational experiences as a lifelong learner

## Hours of Operation and Contact Information

The school day begins at 8:20 AM and ends at 2:50 PM with the exception of the half-day kindergarten program which ends at 12:10 PM.

The School Office hours are between 8:00 AM and 3:45 PM

Contact Information:           **Phone:** 610.696.5249   **Fax:** 610.696.4682  
**Website:** [school.simonandjude.org](http://school.simonandjude.org)  
**General email:** [ssjschool@simonandjude.org](mailto:ssjschool@simonandjude.org)

## Administration

<b>Pastor:</b>	Father Michael Gerlach	<a href="mailto:mgerlach@simonandjude.org">mgerlach@simonandjude.org</a>
<b>Principal:</b>	Sister Regina Elinich, IHM	<a href="mailto:srelinich@simonandjude.org">srelinich@simonandjude.org</a>
<b>Administrative Secretary:</b>	Mrs. Maureen Conlon	<a href="mailto:mconlon@simonandjude.org">mconlon@simonandjude.org</a>
<b>Advancement Director:</b>	Mrs. Jennifer Appaneal	<a href="mailto:advancement@simonandjude.org">advancement@simonandjude.org</a>
<b>Business Manager:</b>	Mr. Ron Avellino	<a href="mailto:ron@simonandjude.org">ron@simonandjude.org</a>
<b>Tuition:</b>	Mrs. Mary Kay Lack	<a href="mailto:mklack@simonandjude.org">mklack@simonandjude.org</a>

## School Policies

### Daily School Schedule

#### Full Day

8:20 AM	Assembly in the Gym (Arrival after 8:20 AM is normally considered tardy)
Mid-Morning	All grades enjoy a snack and indoor recess break
12:05 – 12:35 PM	Grades K to 4 eat lunch in cafeteria
12:20 – 12:40 PM	Grades 5 to 8 have outdoor recess
12:40 – 1:00 PM	Grades K to 4 have outdoor recess and Grades 5 to 8 eat lunch in cafeteria
2:45 PM	Prayers
2:50 PM	Dismissal lines are called according to set pattern

#### Half Day

11:40 PM Prayers  
11:45 PM Dismissal lines are called according to set pattern

### **Little Explorers Preschool**

8:20 AM Arrival.  
12:10 PM Dismissal for half-day students  
3:10PM Dismissal for full-day students

### **Morning Assembly**

Children leave book bags in classrooms and go directly to the gym upon arrival. Two teachers are assigned to oversee their safety until the assembly begins at 8:20 AM. Assembly includes spiritual reflection, prayer, announcements, pledge of allegiance to the flag, a patriotic song, and birthday blessing. Every student, faculty, and staff member is invited to be acknowledged on his/her birthday. (When a birthday falls on a Saturday, the blessing will be the Friday before and if a birthday falls on a Sunday, the blessing will be on Monday). Birthdays after the last day of school in June and those in July and August will be celebrated on the date during May or June. The scheduled "Blessings" are on the posted Peek at the Week. Parents are welcome to attend Morning Assembly for the Birthday Blessing but should allow extra time to check in with the School Office before 8:20 AM.

## **Arrival and Dismissal**

In the beginning of the school year, parents/guardians are asked to complete a form indicating the normal mode of transport for their child/ren. Changes in dismissal transportation plans must be made known to the school either by written note or by email the morning of the change. In the case of a sudden emergency after 1:00 PM, call the school office with notification of the change. Such last minute emergencies are expected to be infrequent.

## **Transportation**

### **Bus**

The local public school districts provide free bus transportation for students. Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being reported by the driver. Parents are notified of such a report and consequences are incurred, which could include forfeiting the privilege of riding the bus. Children are expected to ride the same bus both morning and afternoon unless it is with the agreement of the school district. A child may NOT ride a bus to which he/she is not assigned unless notes are sent to the school office (from both families), signed by office personnel, and presented to the bus driver(s) involved.

Children disembark and board the buses near Cavanaugh Hall. In the morning, a faculty member is outside at 7:50 AM to oversee safety and note arrival of each bus. In the afternoon all classes are walked to their bus area by a teacher and a designated faculty member oversees the boarding of the buses until every bus has departed.

### **Car – Morning Arrival**

There are two AM drop-off sites for car riders. Children may be dropped off in the back of the school at Cavanaugh Hall at the STOP sign beginning at 7:50 AM. Also from 8:00 AM until 8:20 AM, child/ren may be dropped off at the PM main school door. \*\* Please note an adult will not be at the main school door until 8:00 AM and the doors are locked so earlier drop off at this site is not possible. At both sites, students should get out of their car from the door(s) closest to the building for safety reasons and parents should remain in the car to ensure smooth traffic flow.

### **Car – Afternoon Dismissal**

Students exit via the main school door. Parents form two lines and stay in their cars. Teachers release children to waiting cars when all traffic has stopped. Once several cars are loaded, the teacher in charge will give a signal and that group will exit the parking lot onto Route 3. The teacher will have the next group of cars advance and the loading procedure will be repeated until all are picked up. Parents should NOT get out of their car as this slows the process. If someone is running late, children are taken to the main office to await pick-up.

**Saints Simon and Jude's Little Explorers Preschool** program will operate a "carline" for drop off and pick up of the children. Preschool children who have siblings attending SSJ will be dropped off and picked up with their siblings.

**Drop off for Little Explorers PreSchool procedure:** Parents/guardians will pull around the school's courtyard and stop at the Lower Lobby Entrance. A teacher or teacher's aide will meet the parent/guardian at the car to help the child/ren exit to assure a smooth transition. In the case of late drop off, the parent/guardian should bring the child/ren to the main school entrance door and report to the school office. The child/ren will be escorted to his/her class.

**Pick up procedure:** Parent/guardians will pull around the school's courtyard at the Lower Lobby Entrance and will have a "name sign" (provided by the school) on their dashboard to identify the child/ren they are picking up. A teacher or teacher's aide will walk the child/ren out to the car.

## **Before and After CARES Program**

The before and after school CARES program is available for students in grades PreK through 8 on days of school operation. The before care is open at 7:00 AM and the after school care begins from dismissal until 6:00 PM on full days and most half days. Students are expected to act in an appropriate manner, showing respect for the adults and other children present. The CARES director will address with the parent any misbehavior. Misbehavior not remedied may result in the child being denied the use of the CARES program temporarily or permanently.

In case of an emergency, early school closing for weather, or any need, the CARES end time is communicated to those involved. If there is a change in a family's dismissal plans that affects CARES, please send the email to both the child's teacher and to [cares@simonandjude.org](mailto:cares@simonandjude.org).

Please visit our school website at [school.simonandjude.org/after-school-care](http://school.simonandjude.org/after-school-care) for additional information, an application, and hourly fees. A hard copy is also available in the school office. Note: If you will be using CARES only on an occasional basis, and not regularly scheduled, you are required to register and then send an email or a note to the teacher and CARES on the days your child will be participating in the CARES program.

**CARES PHONE NUMBER** – 484.612.5759 during CARES hours only. Children are picked up at the lower lobby doors.

## Attendance

Regular school attendance has a positive impact on the child's academic development. The Commonwealth of Pennsylvania prescribes the total amount of days that school is in session to be 180.

### Absence

- If a child is going to be absent or arrive late to school, the parent is required to call the school. Either email the teacher and school secretary or call the general school number at 610.696.5249 by 9:00 AM. Leave a message if your call is before 8:00 AM.
- Upon return to school, even after a one-day absence, the parent of the student is required to send a note or email to his/her **homeroom teacher** documenting the reason for the absence.
- Because your child's safety and welfare are of prime importance, if your child is reported absent and the school has not been contacted, a call will be made to verify the absence.
- A doctor's note may be required for an extended absence (three days or more).
- In the case of illness during school, the nurse or other school personnel, will contact the parent(s) or adult(s) who were submitted as the emergency contact.
- Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.

### Tardiness

- A student arriving after 8:20 AM is considered late. Entry to the school after 8:20 AM must be through the main school entrance door where the student reports to the office and obtains a tardy slip to be presented to his/her teacher. Tardiness (not for doctor appointments) affects perfect attendance status. Students who are repeatedly tardy without a valid reason will incur a disciplinary consequence.

### Vacation Policy

- Missing instructional classes and trying to "catch up" is not ideally supportive of a student's learning experience. Therefore, taking children out of school during the 180

instructional days is discouraged. However, family time is precious and we understand that work schedules might present a rare occasion when it is necessary. If this occurs, teachers may give work ahead of the trip or upon return but it is the student's responsibility to submit any written assignments and be prepared for any missed tests.

## **Communication**

Saints Simon and Jude School communicates important information in a variety of ways. In August important forms are sent out to the parents digitally to be completed. The weekly newsletter and other school information can be found on the school website. Phone and text messages, as well as email blasts, will be sent out for emergency situations as well as for reminders and announcements of needed information. The SSJ Facebook page also serves as a venue to highlight aspects of school life.

### **Peek at the Week**

The Peek at the Week, which can be found on Option C communication tab, provides details of each day's activities and events, lists the students that will be receiving their birthday blessing, and the teachers that are on daily duty. The Looking Ahead section gives a brief overview of events for the following week.

### **Weekly Newsletter**

The weekly newsletter is posted online each Thursday near the end of the school day and contains helpful and interesting information for the entire school community. It is the venue for Home & School Association announcements, expressions of gratitude and congratulations, and information for upcoming opportunities and school activities. An email blast is sent on Thursdays to announce its posting. Within the newsletter are links to informational flyers, referenced forms, and/or registrations for events. Lunch forms and the monthly calendar are the exceptions and are sent home monthly with each child. Should a family have no access to the internet or a printer, they may request a hard copy of the letter and/or any linked forms be sent home. Some referenced pieces of information are also available in the brochure rack located outside the school office and can be picked up there.

### **Email Blasts and Mass Phone/Text Messages**

In addition to the email blast on Thursdays regarding the posting of the newsletter and its highlighted content, occasionally an email, text or phone message will be sent with important parish and/or school announcements or reminders. This will also occur in case of emergency closing or late entry due to weather or other unforeseen circumstances. In case of a need to open school later, close earlier, or cancel school Saints Simon and Jude School will normally follow the decision of the West Chester Area School District. Such emergency changes are also posted on ABC Channels 6, 10 and Fox 29.

### **Parent Teacher Conferences**

To share insights and concerns for a child's progress, a parent teacher conference day is scheduled during the first trimester for all grades. However, as necessary, a teacher or parent should request a conference to be conducted in person or by phone as mutually agreed upon considering the nature of the concern and the availability of each one. If requested by either parent or teacher, the principal, or other school personnel may be present for a conference.

While parent volunteers are most welcome, this in-school presence cannot be seen as an opportunity to engage a teacher in an impromptu conference. Such is not productive and is not respectful of the teacher's responsibility to be present to his/her class and duties.

Grades are posted on the Option C website and homework is posted on Google Classroom as referenced under grades and homework.

### **School Office Telephone**

The telephone in the school office is for business only. With permission, a student may use the phone but generally, permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Messages for students and teachers will be relayed to them from the School Office. Unless an extreme emergency, neither a student nor a teacher will be called to the phone during class time.

### **Emergency Contact Forms**

The school requires the parent/guardian of each student to complete an emergency contact form provided by the school. It is important that the information on this form is accurate and updated so that the school can contact the parent/guardian, in the event of an emergency. All changes of addresses, phone numbers, or family names must be reported to the school office as soon as possible.

## **Addressing Physical Needs**

### **Wellness Policy**

The school recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, and development. We are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the education of the total student. We are a participating school in the Pennsylvania Advocates for Nutrition and Activity (PANA) Keystone Healthy Zone School

Program. In a healthy school environment, students will learn about and practice positive lifestyles that can improve student achievement. (For additional information please visit [school.simonandjude.org/wellness-policy](http://school.simonandjude.org/wellness-policy))

### **Lunch Program**

Students in K-8 eat lunch in the cafeteria. Younger students eat first and then, weather permitting, have an out-door recess. Older students enjoy the recess period first and then lunch. Students may order lunch or bring lunch from home. Options for purchase are provided through Great Valley School District. Monthly menus are sent home with daily choices and the order submitted and prepaid. Purchased lunch includes milk or water but if a student brings lunch from home they may purchase milk or water.

Preschool children eat in their classroom and bring their lunch from home.

### **Snack Program**

All children are provided a morning break to enjoy a snack if they wish. Students in pre K-8 may order soft pretzels two months at a time and they are delivered to the rooms. Children may also bring a snack from home which should be nutritious as well as enjoyable.

### **Birthday Treat Policy**

Birthday Treats may be sent in for pre K through grade 4. Due to allergies and to keep the treat simple, we have a list of acceptable edible birthday treats which are as follows:

Oreo Cookies	Pirate's Booty	Fruit Snacks
Hard Pretzels	Popcorn	Any Fruit

Other non-edible items such as pencils, crayons, book marks, a classroom book, etc. are also great treats.

### **Care of Books and Materials**

Students are expected to be responsible for their personal belongings as well as school owned books, materials, and property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

Every student must carry his/her books to and from school in a suitable book bag. Books, copybooks, and materials are to be properly identified with the child's name, school, and room number and devoid of any markings that are carelessly made or inappropriate in the school environment. The student and parents/guardians must pay for all lost or damaged books at the rate at which the school purchased the books. Parents are welcome to visit the Lost and Found area located in the lower hallway or contact the school office for more valuable lost items.

At the end of each school year, students/parents receive and can view the website to see a list of all materials and supplies required for the upcoming year. During the school year, stationery items can be purchased in school through the stationery coordinator.

## Uniforms

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the principal. A student who consistently disregards the dress code will receive a calendar mark.

### **BOYS: Grades K through 8**

#### Bottoms

- Navy blue dress pants with a solid color belt may be worn year-round. Kindergarten does NOT need to wear a belt.
- Walking short: Navy blue walking shorts may be worn in the fall until October 31 and in the spring starting April 1.

#### Tops

- Spring/fall shirt grades K to 8: White or maroon knit shirt with school logo worn in the fall until October 31 and in the spring starting April 1. Plain white t-shirt may only be worn under knit shirt.
- Winter shirt grades K to 5: White or maroon knit shirt (long or short sleeve) with school logo.
- Winter shirt grades 6 to 8: White dress shirt (long or short sleeve) and regulation striped tie. Plain white t-shirt may only be worn under dress shirt.
- Winter sweater (November 1-March 31): Navy blue pullover vest or pullover long sleeve mandatory for grades 6 to 8, optional for K to 5.

#### Shoes/Socks/Other Regulations

- Regulation school shoes: Grades K to 5 - brown or tan, -suede or leather buck. Grades 6 to 8 - Sperry Topsider Billfish.
- Socks: Regulation navy socks NO ankle/sneaker socks.
- Jewelry: Boys may not wear earrings/jewelry other than religious medals, watches, and official school pins.
- Hair: No shaved, bleached hair or fad hairstyles are acceptable. Boys may not have facial hair and must be clean shaven.

### **GIRLS: Grades K through 5**

Uniform: Blue plaid jumper, the length of all girls' school uniform is to be no more than 3" above the knee.

Walking Short/Skort: Navy blue walking short or skort may be worn in the fall until October 31 and in the spring beginning April 1 along with the white or maroon banded bottom knit shirt with school logo.

Blouse: White Peter Pan blouse (long or short sleeve).

Sweater: Navy blue cardigan may be worn.

### **GIRLS: Grades 6, 7, and 8**

Uniform: Uniform plaid skort – The hem is to be no more than 3" above the knee!

Blouse: White oxford shirt. Only white undergarments may be worn under blouse.

Shirt: White or maroon banded bottom knit shirt with school logo worn in the fall until October 31 and in the spring beginning April 1. Only white undergarments may be worn under knit shirt.

Sweater: Navy blue pullover vest or pullover long sleeve mandatory for Grades 6, 7 and 8 in the winter (November 1-March 31).

### **ALL GIRLS**

#### **Shoes/Socks/Other Regulations**

- Regulation school shoes: Grades K to 5 - brown or tan, suede or leather buck. Grades 6 to 8 – Sperry Topsider Bluefish.
- Socks: Solid navy blue knee socks or solid navy blue tights. NO ankle/sneaker socks.
- Earrings: One small pair post earrings may be worn, one in each ear lobe (no dangling or hoop earrings).
- Jewelry: A ring, watch, religious medal, or official school pin may be worn. No other jewelry is permitted. Clear nail polish is permitted. NO make-up of any kind is acceptable. Bracelets, ankle and wrist, pins, and slogan buttons are not part of the school uniform. This includes all rope, yarn, and beaded neck, wrist, and ankle bands
- Hair: Students' hair is to be neat, clean, and groomed conservatively. No extreme styles. Students are expected to come to school in a state of cleanliness.

### **Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher, who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

### **Gym Uniforms**

Students wear the gym uniform to school on their scheduled day.

- Maroon shorts with SSJ (worn in the fall until October 31 and in the spring beginning April 1).
- Gold or gray t-shirt with SSJ logo (worn every class).
- Maroon sweatpants with SSJ logo (worn in the winter from November 1 through March 31, but can wear in the fall or spring if cooler).
- Maroon sweatshirts with SSJ (worn in the winter from November 1 through March 31).
- Sneakers must be secure on the foot at all times. No slip on shoes or shoes that can fly off the foot.
- Socks are regulation. Grades K to 5: White, black or SSJ logo wear crew socks must be above the ankle and may not be pushed down into the sneaker. Grades 6 to 8: Any color is acceptable.
- No jewelry of any kind. This is for the student's safety and the safety of other children in the class. If a child wears jewelry, they will be asked to remove it and will receive a calendar mark.

### **Preschool Uniforms**

Preschool children will wear the SSJ Gym uniform throughout the year.

Many articles of uniform attire can be purchased at various sites, but the two major sites are:

- Flynn & O'Hara Uniforms (1.800.441.4122) – carries all uniform items including those with SSJ logo – sweaters, gym clothing, and knit shirts. <https://www.flynnohara.com/>
- Flocco's Shoes (610.828.5544) – regulation school shoes – <https://floccos.com/>

Gray gym t-shirts can be purchased on the school's logo wear site during specified times of the year - [school.simonandjude.org/logo-wear](http://school.simonandjude.org/logo-wear)

## **Academics**

### **Curriculum**

Saints Simon and Jude Catholic School follows the curriculum guidelines of the Archdiocese of Philadelphia. The core subjects for all students in Grades K to 8 are Religion, English Language Arts (which includes reading, grammar, spelling, vocabulary, and written expression in various modes), Mathematics, Science and Social Studies. (Science and Social Studies are not graded in grades K to 2). Weekly classes in art, music, technology, physical education, library skills, and Spanish language and culture enhance the core curriculum. These "special" classes are considered part of the curriculum and therefore student participation and cooperation are expected as in any other class. Report card grades are calculated for each of these classes for students in grades 4 to 8 with the exception of Spanish in which grades are assigned for those in grades 6 to 8 only.

## **Instructional Grouping**

Students are assigned to homerooms with no regard to academic needs. Grades K to 4 receive all instruction in the homeroom grouping. The students in 5<sup>th</sup> through 8<sup>th</sup> grade are instructed by various teachers for different areas of the curriculum. Each teacher in each curriculum area strives to differentiate the learning experience to meet as many individual needs as possible. In addition to a reading, math, speech and language specialist as well as a school counselor, supplied by the Chester County Intermediate Unit, classroom aides are available to assist in this endeavor in the preschool and an ELA support teacher is available for Grades 6 to 8.

## **Honors Math**

The Honors Math program begins in grade 5. SSJ follows the archdiocesan program and in order to qualify, the student must meet the following diocesan criteria:

- Score of at least 90<sup>th</sup> percentile in the Math Composite Score in the Terra Nova Standardized Testing.
- Score of 80<sup>th</sup> percentile or above in Reading Comprehension in the Terra Nova Standardized Testing.
- A Cognitive Skills Index (CSI) in the Range of 125 in the InView Test associated with the Terra Nova Standardized Test that measures cognitive ability.

A student may be admitted to the program after 4<sup>th</sup> grade if he/she meets the above criteria during their current year. Generally, students do not enter Honors Math after 6<sup>th</sup> grade.

## **Science Lab**

The focus of scientific learning in today's educational atmosphere requires that students learn factual knowledge but only as it is applied and derived from hands-on lab experience. Whether using the Lab Learner Program or the HMH Fusion program, science class consists of lecture, notes, performance assessments in class and in the lab, participation in oral and written reviews and —formal tests and quizzes. Each class is assigned a weekly time period to use the lab facility. Safety in the use of all science equipment and materials is primary. Teachers are trained in the use of each, take all appropriate steps to ensure safety, and instruct their class in proper use.

## **Use of Technology**

Saints Simon and Jude School strives to continually update and strengthen the availability and use of technology for instruction, student learning and response. With a goal to fully prepare children for their future in a digital world, SSJ students benefit from many aspects of technology throughout the school. In a 1:1 program, students in Grade 3 to 8 are assigned a mobile device for their use during the school year. All Students in Grades 3 to 8 are requested to pay a \$40 insurance fee. Students in other grades have access to some devices as the class work might require.

## Acceptable Use Policy

With the wonders of technology also come dangers to be avoided. In that vein, each parent and child from grades 3 to 8 is required to sign the Diocesan Acceptable Use Policy requiring each child to use technology in a respectful manner reflective of Catholic morals and as good stewards to be responsible and careful in the use of all materials. Students in preschool to grade 2 are not required to sign the policy. A parent signature is sufficient for the policy.

As with all school property students are responsible to treat electronic materials with care. Users who know of damage or change to the school's hardware or software, due to any cause, must immediately report such to a teacher.

The following uses are catalogued by the diocese as "Unacceptable Uses of Electronic and Mobile Devices" and would therefore be met with disciplinary consequences at SSJ. It is most important to note that the policy applies *to inside school use and may apply to use outside of school* if it threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of others to fully participate in school or extra-curricular activities. Therefore, whether in school or outside school users may not:

- Use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually-oriented material.
- Use obscene, profane, lewd, vulgar, rude, or threatening language.
- Knowingly or recklessly post false information about any persons, students, staff, or any other organization.
- Use a photograph, image, video, or likeness of any student, or employee without express permission of that individual and of the principal.
- Use school equipment to create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security, guess passwords or, in any way, gain access to secured resources, another person's files, or another person's password.
- Install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Move, repair, reconfigure, modify, or attach external devices to the systems without permission.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. While in school, users may not access social networking sites or gaming sites, except for educational purposes, under teacher supervision.
- Plagiarize content or present the work of another as their own without properly citing that work.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

## **Administrative Rights regarding Acceptable Use Policy for Technology**

The school has the right to monitor both student and employee use of school computers and computer-accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy, at any time, without notice. Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, suspension, dismissal, and/or legal action by the school, civil authorities, or other involved parties.

## **Personal Devices**

The use of cell phones, iPods, or other personal electronic devices during the school day is generally prohibited. Students may bring a cell phone to school if a parent permits/requests but it is to be kept in off mode and secured out of sight. The school is not responsible for loss or theft of personal devices brought to school per individual choice. Infractions of the policy include:

- Make or receive calls or texts; to access the Internet unless directed by a teacher as part of an activity.
- Take or post pictures on the school bus and on school grounds from arrival until personal dismissal at any school event/activity without explicit permission from a staff member.
- Because a field trip is an extension of the learning environment, this policy applies to field trips. Phones may be brought on the trip if a parent wishes but a chaperone or teacher will hold the phone.

Such infractions will meet with disciplinary consequences of varying degree dependent on the seriousness and negative impact of the action.

## **Assessment of Progress in Curriculum Areas**

In addition to formal assessments such as tests, quizzes, and assigned long-term projects, a teacher assesses student performance in many ways. All aspects that comprise academic effort and attention to expectations are considered when calculating a report card grade. Homework, class participation and readiness, cooperative learning experiences, as well as neatness, completeness and accuracy of copybooks, binders, workbooks, worksheets, and electronic submissions all comprise the full scope of a child's effort and progress are considered in grading.

Each student is responsible for his/her grade based on satisfactorily meeting the expectation to:

- Give attention and respect to the teacher at all times.

- Show respect and concern for other students by a willingness to share and take turns.
- Be prepared for class with required materials and completed assignments.
- Actively participate in class by responding orally or in writing as circumstances dictate.
- Complete all class assignments and homework on time.

Repeated failure to meet these expectations indicates a lack of preparation, hampers classroom success, will result in a calendar mark and will ultimately affect the student’s effort grade on the report card.

### **Homework Policy**

A teacher gives assignments in order to reinforce the concepts presented in class. Homework includes both written and study assignments and should be done independently by the student. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. The following time per night is suggested for homework which includes both written and study assignments:

Grade K	15 minutes
Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The school realizes that teachers, students, and subjects vary. The objective is not time, but the extension of learning beyond class time. If a child consistently needs more time beyond the expectations to complete the homework, the parent should discuss this with the teacher(s). When a student is absent, all homework and missed assignments are expected to be made up. Assignments are posted on Google Classroom. Parents may call the office or email a teacher to request class work assignments and/or books to be sent home with a sibling or another child. The student’s work may also be picked up from the bench in the main foyer before 3:00 PM or between 3:00 PM and 6:00 PM in the location where CARES is held.

**Progress reports** are available online midway into each trimester for grades 1 through 8 on published dates and can be accessed through [Option C](#). Each teacher via the Option C online portal posts all grades regularly. The mid-trimester date confirms that all grades thus far will be posted so a complete view of a child’s progress is readily accessible to the child and parent. It is recommended that students and parents check the portal regularly not only on formal progress report dates. If there is a concern, teacher-parent contact should be made as soon as possible to seek clarity and set expectations and solutions.

**Report cards** are issued three times a year, in grades K to 8 after each trimester. Parents keep the report card but are required to sign the report card envelope and return it to school indicating they have reviewed the report and understand its information.

### **Grading as Reflected on the Archdiocesan Report Cards**

## **Kindergarten**

The grading scale of Emerging (1), Growing (2), and Achieving (3) provides parents with feedback on the assessed skills. The goal is for each kindergartener to master the skills listed on the report card by the end of the school year.

## **Primary Grades (Grades 1 to 3)**

- The grading scale used is Outstanding (O), Very Good (VG), Good (G), Satisfactory (S), - Incomplete (I), and Unsatisfactory (U) and these letters should not be equated with a number grade.
- Teachers may indicate mastery or mastery being a goal with a + or ✓, respectively.
- Social Studies, Science, Physical Education, Art, Music, World Languages, and Technology are taught but not graded.

## **Upper Grades (Grades 4 to 8)**

- The grading scale is numerical and the number indicates the achievement of the student in various assessments based on 100% scale.
- Teachers may indicate mastery or mastery being a goal with a + or ✓, respectively.
- The right side of the report card shows grades in Religion, ELA, Mathematics, Social Studies, and Science; with minor grades in Handwriting, Art, Music, Physical Education, Technology, and World Languages.
- Spelling is a component of the subcategory ELA. Spelling will still be taught and graded in other content areas as an applied skill. Writing, also an applied skill, may be graded in other content areas.

## **Academic Honors**

Students in grades 6, 7 and 8 may earn honors each trimester. The following is the criteria:

### **First Honors**

- 95 or above in every subject area
- 3 or 4 in Personal and Social Growth, Effort & Study Skills, Special Subjects

### **Second Honors**

- 90 or above in every subject area
- 3 or 4 in Personal and Social Growth, Effort & Study Skills, Special Subjects

## **Standardized Testing**

Providing a comparison of the school and the individual child to national standards, the Terra Nova Standardized Test is administered in the spring each year to students in grades 2 through 7. The results are communicated to parents and are utilized by the school for curriculum planning. These results do not affect the report grade in any way. Their purpose is to assess the child's progress and the school's attention to the standards. The dates for this week of testing are published on the school calendar from June of the previous year and so parents are expected not to take vacations or schedule doctor appointments during the days of this testing.

## **Academic Concerns**

Following initial contacts, by second trimester progress reports a parent/guardian would be formally notified if there are any persistent concerns with a student's academic, social, and/or emotional progress. Plans for addressing the child's needs would be formulated jointly by a Child Study Team. This team will generally be comprised of the classroom teacher(s), in-school remedial teachers if involved, the school counselor, the parent(s), and the principal. At times, those outside the school community who assist the child may be present, or a diagnostic test report done by the public school district or by a private agency will be a strong part of the plan's formation. Plans for meeting the learning needs may include both accommodations which do not alter the learning objectives and/or modifications which entail actually changing the scope of expectations. In the case of modifications, a parent will sign the Elementary Curriculum Accommodations and Adapted Grading Parental Agreement form which is kept on file.

## **Promotion and Retention**

Promotion or retention is at the discretion of the administration in consultation with the teacher(s) and relies on documentation of all conferences and interventions.

- Promotion – it is generally assumed that a child will progress to the next grade unless doing so would be detrimental to his/her social, emotional or academic success. Both teachers in a grade level, in dialogue with the principal, create the promotion lists, assigning a child to a particular teacher's homeroom. This assignment is based on many considerations - academic ability in the case of groupings, social needs to allow children to have some supportive friends and also separating some who might benefit from such, as well as considering the personality of the child and the teacher. While occasionally a parent makes a request regarding placement for the coming year, the decision will rest with the school personnel as they must choose for the best of all concerned. (Requests are considered the exception and must be made in writing no later than May 1 and the final decision is at the discretion of the principal)
- Retention – is not the usual procedure at Saints Simon and Jude but occasionally, especially with the very young learner, it may be the best choice to allow him/her to have an extra year to grow into their potential and handle the expectations of the grade level. Such a decision would be arrived at only after many observations, parent contacts, and plans to address the child's needs have been formulated and implemented but without the desired outcome.

## **Activities**

### **Field Trips**

The purpose of every field trip is to broaden the intellectual, cultural, and social experiences of each child. In order to attend the field trip, the official school permission slip must be signed by a parent/guardian prior to the scheduled trip. If a parent/guardian does not want their child to attend the field trip, the school must be notified in writing and the child may either come to school and be with another class or be marked absent. However, participation in a field trip is a privilege and the teacher and principal may deny this privilege for a serious reason. No child would be denied the opportunity because of financial reasons and parents needing assistance should contact the principal and the fee will be reduced or eliminated as needed. See above regarding the use of cell phones on field trips.

## **Student Council**

The student council officers and classroom representatives in grades 4 to 8 are elected by their peers and are responsible for representing their peers in bi-weekly meetings at which time they bring ideas from their classmates to the council. Their service includes sponsoring and assisting with fundraisers, religious practices for various seasons, and other school events.

### **Student Council Leadership – 8<sup>th</sup> grade students in the positions of:**

- **Co-Presidents** will serve in this position and are elected in spring of Grade 7. Each must have been in the school at least two years; have and maintain a 90 general average; a 3 in conduct, effort, and specials; and an attitude and appearance that sets a good example for the student body.
- **Treasurer:** must maintain an 85 general average with a 90 in math; a 3 in conduct, effort, and specials; and an attitude and appearance that sets a good example for the student body.
- **Commissioner of Religious Activities:** must maintain an 85 general average; a 3 in conduct, effort, and specials; be an active member of the Church; and maintain an attitude and appearance that sets a good example for the student body.
- **Commissioner of School Spirit:** the student must maintain an 85 general average; a 3 in conduct, effort, and specials; and an attitude and appearance that sets a good example for the student body.
- **Secretary:** the student must maintain an 85 general average with a 90 in ELA; a 3 in conduct, effort, and specials; and an attitude and appearance that sets a good example for the student body.
- **Classroom representatives**  
In order to be eligible for classroom representative in grades 4 to 8, students must meet and maintain the following criteria: 85 general average; 3 in conduct, effort, and specials; and an attitude and appearance that sets a good example for the student body.

## **Altar Servers**

Students in grades 5 to 8 are eligible to be trained for this special parish ministry by assisting in weekend liturgies, weddings, funerals, and school masses. Please visit [simonandjude.org/altar-servers](http://simonandjude.org/altar-servers) for on-line registration, instruction, and altar server definitions or contact the rectory at 610.696.3624 or email [rectory@simonandjude.org](mailto:rectory@simonandjude.org).

## Chorus/Show Choir/School Musical

**Chorus-** Students in grades 2 to 4 are invited to join chorus, which meets after school on Thursdays from 3:00 PM to 3:45 PM in the music room. Chorus students are expected to perform in the annual Christmas and Spring Concerts.

**Concert Choir-** Students in grade 5 to 8 are invited to join concert choir, which meets Mondays, Tuesdays, and Fridays from 12:20 PM to 1:00 PM in the music room. All students should bring their lunch to rehearsals. Concert choir students are expected to perform in the annual Christmas and Spring Concerts. They are also given the opportunity to cantor at Mass, participate in the Archdiocesan Festival Honors Chorus, and perform at any Choral Competitions throughout the year.

**School Musical** - Students in grade 4 to 8 are invited to try out for a school musical to be performed in the spring. In addition to performance opportunities, assistance is needed with technical aspects of the show and stage crew.

## CYO Sports

Please visit [simonandjude.org/cyo](http://simonandjude.org/cyo) to learn more about the sports that are listed below, how to register, and for information on becoming a coach or assistant. *Sports can only be offered if there are enough volunteer coaches and participants.*

Fall	Winter	Spring
Field Hockey (Gr. 5-8)	Basketball (Gr. 5-8)	Baseball/Softball (Gr. 5-8)
Flag Football/Football (Gr. 3-8)	Boys and Girls	Biddy Hoops (Gr. K-4)
Soccer (Gr. 5-8)		Track (Gr. K-8)
Volleyball – Girls (Gr. 5-8)		Lacrosse (Gr. 5-8)

## Instrumental Music

The band program is offered in grades 4 to 8. Instruments offered are flute, clarinet, saxophone, trumpet, trombone, bells, drums, violin, viola, and cello. Band provides one group lesson and one band rehearsal every week that school is in session. Lessons are scheduled to rotate through the school day so students do not miss the same class each week. Band rehearsals are scheduled as needed. Students perform in two concerts a year.

## Middle School Club Days

As part of the middle school privileges, students in grades 6 to 8 participate in a wide-variety of clubs at least once a trimester. Clubs range from whole group activities to individual clubs

based on special interests. In addition, on Club Day, these students are awarded a full dress down day.–

## **Reading Olympics**

The goal of Reading Olympics is to increase the quality and quantity of books students read for enjoyment. The Olympics are primarily a celebration of reading rather than a contest. All participants are awarded ribbons. Since the teams generate much excitement about this reading event, the experience is rewarding for everyone involved.

At SSJ, there are two team levels: elementary (4<sup>th</sup> and 5<sup>th</sup> grades) and middle school (6<sup>th</sup> through 8<sup>th</sup> grades). Teams meet regularly to discuss books and practice for the annual contest that occurs in the spring. For more on the county-wide Reading Olympics program visit <http://readingolympics.cciu.org>

## **Boy Scouts**

Cub Scouting is a program of the Boy Scouts of America. It is a family-oriented program designed for boys in grades kindergarten K to five 5. The program offers a fun and safe environment to learn and grow while developing interests and skills, promotes character development centered on good morals and values, the opportunity to learn life skills to help Scouts be successful and contributing members of society, and exciting outdoor experiences. Please visit <http://www.simonandjude.org/boy-scouts-pack-168> for additional information.

## **Girl Scouts**

Girl Scouts is open to any female student in the school; however, there needs to be enough interest in a grade along with a parent leader to form a troop. Please visit [www.simonandjude.org/girl-scouts](http://www.simonandjude.org/girl-scouts) for additional information.

## **External Vendor After-School Activities**

SSJ contracts with various vendors to offer additional after-school activities. These are usually conducted in 4 to 8 week sessions and the fees are set by each vendor. The offerings vary and may include: Kitchen Wizards, Robotics Club, and Science Explorers as well as others as possible.

# **Discipline, Safety, and Crisis Procedures**

## **Personal Safety**

Teaching Touching Safety begins with education and understanding. We teach touching safety lessons twice during the school year. Parents will be informed of the lessons; one lesson is taught during the winter and the other is taught during the spring.

- First, children are taught how boundaries are established in relationships, and then look to see where the risks of boundary violations may arise. Once basic competency is achieved in these two areas, we can teach touching safety to each child.
- Teaching touching safety requires teachers, parents, and other caring adults to help children learn appropriate relationship boundaries and how to protect themselves from violators. By teaching touching safety, we can empower children to respond in the best possible ways when those boundaries are violated.

## **Disciplinary Procedures**

### **Code of Conduct**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic school, which attempts to develop a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to his/herself and others. Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers; thus, creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

In addition to individual classroom incentives and consequences, Saints Simon and Jude School uses a school-wide conduct calendar system. When a student receives a mark on the calendar for infractions of the code, the parent/guardian must sign it on the night issued and the student must show the signed calendar to the teacher who issued the mark the next school day. A parent/guardian's signature indicates that the parent/guardian has been informed. Accumulated calendar marks result in an after school detention held twice a month from 3:00 PM - 4:00 PM. Any student receiving a detention will meet with the principal and repeated detentions will warrant a meeting of parents with the principal when solutions to the difficulty are sought and further consequences addressed.

In grades 3 to 8, infractions are defined as minor or major. Five minor marks on the calendar = one major mark. If a child merits three major marks on the calendar during a two-month period, a detention will be issued. If a child receives a detention during the trimester, they will receive a 2 on their report card in either Personal and Social Growth or Effort and Study Skills, depending upon what the calendar marks were issued for. (If behavior warrants, a student may

receive a 2 on the report card regardless of the number of calendar marks.) For 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders a 2 on the report card results in ineligibility to receive first or second honors for that trimester. In the case of seventh 7<sup>th</sup> grade students, a cumulative average of 2 on report card constitutes ineligibility to run for Student Council.

The following chart is only a guideline for the classroom teacher in the issuance of calendar marks. It is not an all-inclusive list of conduct that violates the Discipline Code.

## **Calendar Marks**

Grades K to 2 calendar marks are given for:

- Acting/Speaking disrespectfully
- Hitting/fighting
- Name calling
- Excluding others
- Frequently not completing homework
- Talking and disrupting class excessively
- Tattling excessively
- Not following classroom rules

### **Grades 3 to 4 Calendar**

Major marks are given for:

- Behaving uncharitably
- Behaving disrespectfully
- Exhibiting aggressive behavior
- Talking and disrupting class excessively

Minor marks are given for:

- Repeatedly submitting incomplete homework
- Failing to do written home assignments
- Not following classroom rules
- Neglecting to have calendar signed
- Engaging in other unacceptable actions

### **Grades 5 to 8 Calendar**

Major marks are given for:

- Behaving uncharitably
- Behaving uncooperatively
- Behaving disrespectfully
- Giving/receiving answers on test or homework
- Exhibiting aggressive behavior
- Violating cell phone policy
- Failing to do written homework
- Using inappropriate language

Minor marks for are given for:

- Chewing gum
- Submitting incomplete homework
- Being unprepared for class
- Failing to listen and/or follow directions
- Repeatedly violating uniform policy
- Neglecting to have calendar signed
- Engaging in other unacceptable actions

### **Serious Infractions**

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Such serious infractions may result in an immediate suspension or dismissal. The expectations apply when students are on school grounds, at school-sponsored functions, being transported by the school bus, or when the behavior, no matter where enacted, impacts the school community. This policy applies wherever and whenever the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Examples of Serious Infractions include but are not limited to the following:

- Intimidation, harassment or threats of any kind
- Fighting in order to inflict physical harm
- Bomb scares or triggering other false alarms
- Possession of any item which may present a danger to others in school or out
- Blatant disrespectful behavior of any kind toward any or about any staff, parent, volunteer, or student
- Possession and/or use of drugs, narcotics, tobacco, or alcoholic beverages on the campus, on the bus, or at school events.
- Stealing
- Vandalism – destruction or defacing of parish or school property
- Electronic messaging which threatens/bullies or demeans another
- Irreverence to what is held sacred in a Catholic school
- Profane/obscene language or gestures or engaging in immoral conduct
- Truancy - unexcused absences
- Leaving a classroom or school grounds without permission from a school authority

These categories do not cover every possible situation. The administration reserves the right to make the decision as to the severity of the action and the consequence to be incurred.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school, is grounds for disciplinary action including, but not limited to, the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities, where appropriate. In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic means by a student or parent against any member of the school community, the student if not dismissed may be required to have psychological or psychiatric clearance before returning to school.

### **Suspension and Dismissal**

The principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspension:

- Parents/guardians of the student will be informed of the suspension as soon as practical.
- Suspensions will be implemented at the discretion of the principal.
- Following suspension, the appropriate school official will interview parents or guardians. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- Parents and students are to sign a formal agreement in which they signify their understanding and agree to assume the responsibility for future behavior.
- Where possible, a student will be referred to a counselor or a teacher for counseling.
- Signed agreement by parents or guardians, and a written report of the suspension, will be filed in the student's record.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available to authorized school personnel and parents/guardians.

### **Dismissal**

A suspension may lead to dismissal from the school. Procedures for student dismissal:

- After two formal suspensions, a student may be dismissed.
- Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate.
- In certain instances, the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student, at any time, where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community, and/or Catholic teachings.
- Parents/guardians of the student will be informed of the dismissal as soon as practical.

### **Bullying**

Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm, discomfort, or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. If the bully is threatening harm, a student should tell a teacher or the principal immediately. Once the report is made, the following will occur:

- A written report will be made using an appropriate form.
- An investigation of the incident will occur.
- A decision will be made upon completion of the investigation including actions to be taken.

In order to maintain a safe, secure, and respectful educational environment Saints Simon and Jude School refuses to accept any of the acts listed above. A Catholic school environment reflects positive relationships with classmates/peers and will not tolerate bullying, harassment, intimidation, and hazing. A Catholic school environment refuses to accept any such behaviors. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited. School personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under their direct supervision. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of the students, and is within the control of the school in its normal operations, it is the school's intent to prevent bullying. Action will be taken to investigate, respond, discipline, and remediate those acts of bullying. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying, etc. If incidents do occur, students should be able to report and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against a victim, reporter, or witness.

- According to Section 1303.1-A of the Pennsylvania School Code, non-public school students would be required to follow the bullying policy anytime they are in what is defined as the "school setting."
- "School setting" shall mean: in the school, on school grounds, in school vehicles, or at any sponsored activity supervised or sanctioned by the school.
- Policy also applies to off-campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment.

## **Student Safety**

To insure the maximum degree of safety, all external doors are locked and cameras allow visual surveillance of entries and surrounding areas. Children are directed not to open the door for anyone but to await and/alert school personnel. Classroom doors are also kept locked but may be held open with an easily removed device in case of lock down. All visitors and/or volunteers must report to the office and those who will be present to children must have their license

scanned through the Raptor System at the office and wear a yellow lanyard indicating their clearance to be in the building.

Students are responsible for safety by observing these regulations:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building at recess or lunch, or after dismissal unless a member of the school staff gives admittance and/or explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation may result in automatic suspension. Every student must stay within the established boundaries when outdoors for lunch recess.
- Students must be and will be supervised at all times. CYO coaches and/or after school instructors must be present in order for students to remain in the building after school hours.

### **Fire Drills**

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly, and in silence, when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

### **Internal/External Lock Down**

Lockdowns are also conducted during the school year. These two types of lockdowns are internal and external. Students must remain silent during both drills.

- Internal lockdown drills indicate that the potential danger is inside the building. It requires that all classroom and hallway doors are locked; classroom shades are pulled down and students gather in an area of the room farthest and/or least visible from the door(s).
- External lockdown drills indicate that the potential danger is outside. It requires that all exterior and classroom doors be locked and all classroom shades pulled down. Students may NOT leave the building for any reason. Students who might be outside would seek closest shelter immediately.

Students remain in lockdown mode until the principal announces that the drill is over.

### **Evacuation Procedure**

In the case of needed evacuation, the first location for safety is the church and parish center, the second location is the adjoining car dealership. If the situation required it, students would be transported to an off-campus reunification site as directed by the police and other officials. In such an extreme emergency local law enforcement require that parents do NOT come to the

school until cleared to do so. The arrival of cars may impede the work of the emergency responders.

## **Health and Medical Information**

A nurse is provided by the local school district according to state mandate. The parish provides a nurse for any days not covered by the school district so a nurse is present every day.

The school nurse is responsible for the state mandated records and providing medical care for the following:

### **Allergies**

If your child has a life threatening insect, food, or medication allergy, please alert the school nurse. You will be asked to have your child's physician complete and sign an Emergency Action Plan. Return this plan to the school nurse as soon as possible, along with any medication (i.e.: Epi Pens, inhalers, etc.) that is prescribed. This plan needs to be updated and renewed annually and the medication needs to be replaced upon use or expiration. Thank you for your attention to this situation. If you have any questions, please call the Health Office at 610.692.8464.

### **Emergency Cards**

Emergency cards are kept on file in the nurse's office. The signed form allows the nurse to give Tylenol, Benadryl (for allergic reaction only), or an antacid (Tums) as requested by parent. The emergency card is used for easy access to phone numbers in the event a child needs to be sent home from school for illness or injury. Please update the nurse's office with changes in phone numbers during the school year.

### **Injury/Illness at School**

The Nurse is available for students who become injured or ill at school. Parents or designated emergency contacts will be called as needed. The main office will be notified of any illness or injury that requires a child to be sent home from school and/or requires an accident report to be reported for student insurance submission.

### **Immunizations**

Immunizations are required for school attendance. An eight-month provisional status will be granted to anyone who has had the first in a series of immunizations:

**DPT:** Four doses – one dose on or after the 4th birthday.

**Polio:** Three doses.

**Hepatitis B:** Three doses appropriately spaced - the last dose after age 6 months of age.  
**MMR:** (measles, mumps, rubella) two doses after 12 months of age.  
**Varicella:** Two doses after 12 months of age (second dose mandated by Sept. 2011).  
**MCV** (Meningitis): Prior to entrance into seventh 7<sup>th</sup> grade (mandated by Sept. 2011).  
**Tdap:** (Tetanus, diphtheria, pertussis): Prior to entrance into seventh 7<sup>th</sup> grade, if five years has lapsed since last tetanus (mandated by Sept 2011).

Children who are not in compliance with the physical, dental, or immunization requirements **will be excluded from school on May 1<sup>st</sup>** of the current school year.

### **Medication Policy**

Medications will be given at school in the nurse's office on an as needed basis. Prescription and nonprescription (over the counter) medications require a signed note from the physician and parent with the child's name, medication, dose, route and time specified. All medication must be brought to school in their original container. Medication forms are available in the nurse's office for your physician to complete.

### **Physical and Dental Forms**

All children entering grades K and 6 must have a recent physical on file. Children in grades K, 3, and 7 must have a recent dental exam on file. These forms are to be dated within twelve months before entrance into the above required grade levels, or within eight months after entrance into specified grades. All new students into school at any grade level are also required to have a physical exam and dental exam on file.

### **Required Absence**

- Fever over 100 degrees, until fever free for 24 hours, without the aid of medication.
- Communicable disease: If condition requires medication, your child may not return to school until treatment has been in effect for 24 hours, or longer, depending on the condition.
- Children must be nit free to return to school after having lice.

### **Screenings**

Height, weight, BMI, and vision are done on a yearly basis, hearing in grades K to 3 and 7, and scoliosis in grades 6 and 7 are conducted. Screening results are sent home to parents/guardians, as well as referral forms for those who need further evaluation

### **Volunteer Opportunities**

Saints Simon and Jude School operates successfully because of the number of parents who generously volunteer each year. There are many volunteer opportunities available, including homeroom parent, library aide, science lab or computer room aide, lunch/recess yard assistant, and many Home and School Association events that require hands-on help. Parents are especially encouraged to take an active part in their child's learning environment. A volunteer form is included with the beginning of the year school forms and the Sign-Up Genius site is used throughout the year announcing opportunities and inviting all to share their time and talent as possible. Apart from the school activities there are also coaching opportunities for our CYO sports teams. Please visit [school.simonandjude.org/volunteers](http://school.simonandjude.org/volunteers) to see both the opportunities and the requirements for all volunteers. For further questions regarding the specific clearances needed to volunteer for any school-parish activity that involves children please contact Candy Savarese at [csavarese@simonandjude.org](mailto:csavarese@simonandjude.org) or 610.696.3624.

## **Student Release, Waiver of Liability, and Indemnity**

Attendance at Saints Simon and Jude School and participation in activities that are sponsored and/or supervised by or taking place at School ("School Activities") may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property. Parents/guardians enrolling their child or children in Saints Simon and Jude School acknowledge such risks and voluntarily assume those risks or other unknown risks, and accept that Saints Simon and Jude School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from the School Activities, and expressly waive any claim for such compensation.

**Acknowledgments.** Parents/guardians agree that they: (1) consent to their child's participation in School Activities; (2) understand the nature of the School Activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the School Activities.

**Medical Treatment.** In the event of a medical emergency, parents/guardians consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with Saints Simon and Jude School can be notified and that they are responsible for the payment of any such treatment.

**Waiver and Release.** By acknowledgement and acceptance of this Handbook, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue Saints Simon and Jude School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Released Parties") for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly, from Saints Simon and Jude School Activities except if caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties.

**Indemnity.** Parents/guardians will indemnify, save, and hold harmless each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, judgment or cost which may be incurred as the result of any claims by others against the Released Parties on behalf of the parents/guardians or their child.

**Saints Simon and Jude School**  
6 Cavanaugh Court, West Chester, PA 19382  
610.696.5249  
[school.simonandjude.org](http://school.simonandjude.org)

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